

**AUSTIN PUBLIC HEALTH  
MONTOPOLIS AND DEL VALLE COMMUNITY HEALTH ASSESSMENT RFA  
SOLICITATION NUMBER: CHA2017LW  
QUESTIONS & ANSWERS**

1. **Question:** Will the agreement for this solicitation have to go to the Austin City Council for approval following this competitive process?

**Answer:** Yes. The tentative date for Council consideration is June 22, 2017, which is subject to change. Authorization will be needed to negotiate and execute the agreement with the recommended organization.

2. **Question:** Will a list of all attendees of the pre-proposal meeting be made available to the public?

**Answer:** Yes, the sign in sheet and presentation from the optional pre-proposal meeting have been posted to the webpage for the solicitation, which can be accessed here:

<http://austintexas.gov/article/montopolis-del-valle-community-health-assessment-solicitation>

3. **Question:** Can data analysis be combined for the two areas of the study or must they be done separately?

**Answer:** As noted on pages 1 of Section 0500 – Application, Scope of Work, and Instructions:

- The purpose of this competitive solicitation is to establish an agreement with a community-based organization to conduct separate Community Health Assessments for the Montopolis and Del Valle communities.
- This grant will be awarded to one agency to develop separate Community Health Assessments for the Montopolis and Del Valle communities.

Additionally, applicants are asked to provide a proposed outline of activities including a timeline for the Community Health Assessments including include separate timelines and activities for Montopolis and Del Valle in response to Question 1.7 in Section 0500 – Application, Scope of Work, and Instructions.

4. **Question:** Is a detailed budget required or expected as part of the solicitation process?

**Answer:** No.

5. **Question:** Are applicants required to register through Purchasing? Is a list of people expressing interest in applying for the RFA maintained by Austin Public Health?

**Answer:** Applicants are not required to register as a vendor with Purchasing as part of the application process. This solicitation is being managed by Austin Public Health in accordance with Purchasing rules. Applicants are not required to submit indication of interest in applying for the RFA. A list of interested parties is not created or maintained as part of this solicitation process. Please note: Registration as a vendor with the City will be required for the successful Applicant as part of the contracting process.

6. **Question:** Does Austin Public Health provide opportunities for organizations to collaborate on a joint application?

**AUSTIN PUBLIC HEALTH  
MONTOPOLIS AND DEL VALLE COMMUNITY HEALTH ASSESSMENT RFA  
SOLICITATION NUMBER: CHA2017LW  
QUESTIONS & ANSWERS**

**Answer:** The only public meeting organized by Austin Public Health related to this solicitation is the optional pre-bid meeting that was held on April 18, 2017. The sign-in sheet and subject matter covered for this meeting have been uploaded on the solicitation page and are available here: <http://austintexas.gov/article/montopolis-del-valle-community-health-assessment-solicitation>. No formal time was included in the optional pre-bid meeting for agency collaboration.

7. **Question:** Will the timeline for application submittal be extended?

**Answer:** As noted in Section 0050 – RFA Offer Sheet and Section 0500 – Application, Scope of Work, and Instructions, the application closing time and date is May 11, 2017 at 11:00am local time. Austin Public Health will not extend the RFA deadline in response to external requests.

This solicitation is being conducted consistent with Purchasing best practices of allowing at least a four week turnaround from the time of the RFA release.

8. **Question:** Is this a fixed-price deliverables contract opportunity?

**Answer:** Yes, but the agreement structure is subject to change. As stated in Section 0500 – Application, Scope of Work, and Instructions, \$75,000 in total funding is available for a grant agreement term beginning July 1, 2017 through March 31, 2018. It is anticipated that this grant will be awarded to one agency to develop separate Community Health Assessments for the Montopolis and Del Valle communities.

9. **Question:** Are there specific zip codes that the city of Austin expects to be included in the Community Health Assessment analysis for each of Montopolis and Del Valle. If so can you provide them?

**Answer:** As stated in on page 1 of Section 0500 – Application, Scope of Work, and Instructions, Montopolis is located in part of zip code 78741 and a portion of City Council District 3. Montopolis is bounded by Grove Street on the west, Texas State Highway 71 on the south, and U.S. Route 183 on the east. Del Valle is in Travis County, and is located in part of zip code 78617 and City Council District 2.

10. **Question:** Some public health data may have limitations as to when it was collected/generated as well as what geospatial area it covers. Are there any specific data requirements that the city expects to be addressed? If so please provide indications of requirements.

**Answer:** The Background portion on page 5 of Section 0500 – Application, Scope of Work, and Instructions states that the “City is intentionally leaving strategies and outreach methods open beyond the criteria listed in this section, allowing Applicants to submit proposals to develop Community Health Assessments that would best capture the community needs in an effective

**AUSTIN PUBLIC HEALTH  
MONTOPOLIS AND DEL VALLE COMMUNITY HEALTH ASSESSMENT RFA  
SOLICITATION NUMBER: CHA2017LW  
QUESTIONS & ANSWERS**

and successful manner for the target population(s) identified.” Examples of other CHAs are included in that section for reference.

Applicants are asked to describe the overall strategy and structure to be used by the proposed Community Health Assessment approach in Question 1.4. Additionally, Applicants are asked to provide a description of the community resources that will be utilized to demonstrate the health status and needs in the Montopolis and Del Valle communities in Question 1.6.

11. **Question:** Is the addition of an Appendix to the required materials to submitted acceptable? The purpose of the appendix would be that additional information relative to organizational capacity could be more fully elaborated on.

**Answer:** As noted in the instructions on page 3 of Section 0500 – Application, Scope of Work, and Instructions, responses should be included for each question in Part I and follow the word limit assigned for each question. Applicants may fill in the responses directly on this form or compile responses in a separate document. Do not submit booklets, pamphlets, or other bulky items. Applications will be scored based solely on the responses to the questions in the application including up to 100 points for Part I, and up to 10 points for responses to the optional questions in Part II.